App. F. IX-4

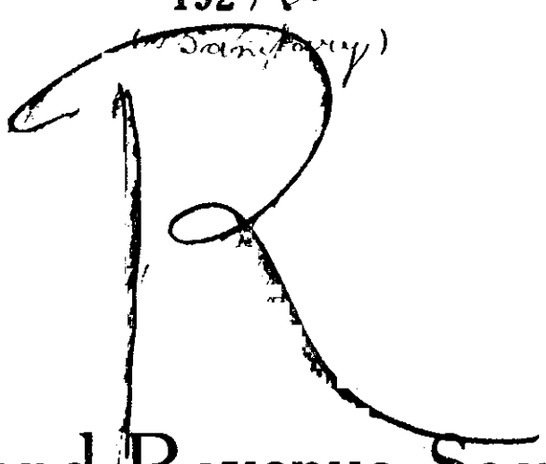
1929-30

Previous References

File No. 40-29

Serial Nos. 1-2

Later References



General and Revenue Secretariat.

Serial Nos. 2. P-B/E

Part B for November 1929.

SUBJECT

Rules for the preservation & destruction of records of the Sany. Commissioners Office

---

Sl. 2. No. G. 6562-3 dt. 26.11.29.

To The Sanitary Commr. in Mysore.

Inspector of Offices Subordinate to Mysore.

Approval of the draft rules has received for the preservation & destruction of the records in the Sanitary Commrs Office

Dec 17/11

G. R. S. APP F. III—1] 1929-30

GENERAL AND REVENUE SECRETARIAT.

(Sanitary)

NOTES.

File No. 40-29

FILE HEADING.

Rules for the preservation & destruction of records of the Sanitary Commissioner's Office

FROM

The Sanitary Commissioner

No. C 232 Dated 9. 9. 29 Received 11.9.29

Diary No. 1656	Enclos. 1	Spare copies —	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Forwards a set of draft rules for the preservation of records of his office

NOTES AND ORDERS.

Subd for orders. The draft rules are ~~the~~ ascertained to have been based on those in force ~~in~~ in the office of the Senior Surgeon. The Inspectors of Hill systems will, if approved ~~may also~~ be consulted,

NOTES—First Sheet.

WD 01683—GPB—5,000—3-5-29

I am very sorry for the delay in the submission of this file which was due to my having lost sight of it owing to pressure of work

219

165

(2

App. F.III—2]

General and Revenue Secretariat.

File No. San 40 of 1929.

Serial No.

in regard to the suitability of the rules
KPM
5.11.29

Chief Secy) DDS 5/11

Received in the Chancery
D. P. 29

2) Bn
12/11/29

I.G.F. and Chief Engr

D.No. 59
12/11/29

3) I have suggested a few alterations

4
12/11

4) Please put up draft. DDS 14/11

Draft submitted.
DDS wts
15/11/29

Secy) DDS 15/11

6) Rules as revised by the S.O.S. may
be approved

Bn. 16.-11

Secretary

47-31
16/11

by
order of
Issued DDS 21/11
per Sam Commr

per Inspector & Obligers/Systems
No Q/6562-3 dtd 26.11.29

Approved of the draft rules as
revised for the preservation and destruction
of the records in the Sans Commrs office.

NOTE—Contn. sheet.

B DDS
29/11/29

WD 066—GPB—80,000—26-7-29

1919 fo
2 Lak

GENERAL MISCELLANEOUS BRANCH
Fy 1656
11 SEP 1929

DEPARTMENT OF PUBLIC HEALTH IN MYSORE.

No. C.232
Enc.

Office of the Sanitary Commissioner
With the Govt. of Mysore,

Bangalore, Dated 9-9- 1929.

From

Sans 40-29-1

Dr. J.V. Karve, M.B., Ch.B., D.P.H.,
Sanitary Commissioner in Mysore, BANGALORE.

CHIEF SECRETARY
9 SEP. 1929

To

R. Ranga Rao Esq., B.A., B.L.,
Offg. Chief Secretary to the Government of
H.H. the Maharaja of Mysore, Bangalore.

Sir,

I have the honour to forward herewith for kind approval, draft of rules for the preservation and destruction of records in my office and to request you to be so good as to obtain orders of Government in the matter at an early date.

I have the honour to be

Sir,

Your most obedient servant

RR
W 9/9

J V Karve

K.A.J

Sanitary Commissioner M,G.

4 copies 4

G.R.S. App. F VI G-2]

SUBJECT.....

2/11/29

Diary No. of letter replied to 1656

Sec Law
File No. 40-29
Serial No. 2

General and revenue Secretariat

( )

the *192*

Proceedings of the Government of His Highness the Maharaja of Mysore.

Date of issue 26.11.29

Read—

Signed by Mr. N.D.Rao

Letter no C.232-8 dtd 9th Sept 1929 from the Law Comr in regard forwarding a set of draft rules for the preservation & destruction of the records in the Office

Order Thereon No. G.D.502-3/29-1

May this be

i Printed ? } yes
ii treated as a standing order ?
iii published in the Gazette, English Part ? } No
iv translated ?
v placed at the disposal of the press ?
vi published in the Gazette, Kannada Part ?

The draft rules as revised are approved and appended to this order

7 nos
181
11/11

By

3 copies
1-
28.11.29.

To the Law Comr
Inspector of Office Systems

Chief Secretary

5 File C/A

S. O.

Government of his highness the Maharaja of Mysore.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 6562-3—Sany. 40-29-2, dated 26th November 1929.

Preservation and destruction of records in the Sanitary Commissioner's Office.

Issues rules for the——

READ—

Letter No. C. 252, dated the 9th September 1929, from the Sanitary Commissioner in Mysore, forwarding a set of draft rules for the preservation and destruction of the records in his office.

ORDER No. G. 6562-3—Sany. 40-29-2, DATED 26TH NOVEMBER 1929.

The draft rules as revised are approved and appended to this order.

B. NARAYANASWAMI IYENGAR,
Offg. *General Secretary to Government.*

To—The Sanitary Commissioner in Mysore.
The Inspector of Office Systems in Mysore.

Exd.—P. S.R.N.

No. G. 6562-3—Sany. 40-29-2, dated 26th November 1929.

RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS IN THE SANITARY COMMISSIONER'S OFFICE.

I. The following registers and records shall be preserved permanently:—

(1) One set of the monthly proceedings of Government and Proceedings of Dasara Representative Assembly.

(2) One set of the Administration Report of Mysore and of the Department of Health.

(3) Stock list and ledgers of registers, index register and register of records destroyed.

(4) Standing orders and circulars of the Department.

(5) Correspondence relating to the organisation and development of Sanitary Service.

(6) *Mysore Gazette*—Part III.

(7) All other papers (of permanent nature) brought under *A Series* according to the disposal number system.

(8) One set of the Annual and Quarterly Reports of the Department, including annual reports of the Vaccine and Public Health Institutes.

II. The following registers and records shall be preserved for the periods noted against each:—

	Period of preservation.
(1) Acquittance roll	35 years.
(2) Schedule of Establishment	Do
(3) From and To Registers or Current Registers (as per disposal number system)	30 years.
(4) Office Cash and Order Books	10 „
(5) Registers of Periodicals, Journals, Magazines, etc. ..	Do
(6) Printed State Budget Estimates	5 years.
(7) Office copies of pay bills and leave statements ..	Do
(8) All other important papers brought under *B Series* according to the disposal number system	Do
(9) History of services of Gazetted Officers ..	Do
(10) Service Registers	Up to date of death or up to the expiry of 3 years of retirement of official concerned.
(11) *Mysore Gazette* except Part III	2 years.
(12) Annual reports of other Departments of the State and reports received from Foreign Governments ..	Do
(13) Service Stamp Book	Do
(14) Departmental travelling allowance registers and office copies of travelling allowance bills ..	Do
(15) Office contingent register, order book for contingent registers of offices under control of the Department ..	Do
(16) Tappal receipt and despatch books ..	Do
(17) Register of distribution of grants to Districts ..	Do
(18) Civil List	Do
(19) Correspondence affecting the pay of officers and officials of the Department	Do
(20) Printed Municipal and District Fund and other Budget Estimates	Do
(21) Mere routine papers, *C Series* according to disposal number system	Do

(22) The following shall be preserved only for a year:—

(*a*) Covering dockets to bills, summons, returns and other periodicals.

(*b*) Individual Budget Estimates, annual statistics.

(*c*) Service Post Cards.

(*d*) Papers relating to advertisements in Gazettes.

(*e*) Reminders.

(*f*) Daily Mortuary Reports and daily bulletins.

(*g*) Special report of epidemics.

(*h*) Weekly diaries of Health Officers.

(*i*) Monthly and other Health Memos received from the Health Officers.

(*j*) Monthly Mortuary Returns.

(*k*) Monthly and Annual Vaccination Returns.

(*l*) Obsolete forms.

III. Obsolete books and other similar documents shall be destroyed from time to time under orders of Government.

WD—1532—GPB—375—11-12-29

RULES FOR THE PRESERVATION AND DESTRUCTION OF RECORDS IN THE Sanitary Commissioner's Office.

****

I. The following registers and records shall be preserved permanently: - 20-S

1. From and To Registers or Current Registers (as per Disposal number system) 30 years

2. Monthly Proceedings of Government and Proceedings of Dasara Representative Assembly. Only one set of the Sec. maintained.

3. Administration Report of Mysore and of the Department of Health. do.

4. Stock list and ledgers of registers, Index register and register of records destroyed.

5. Standing Orders and Circulars of the Department.

6. Correspondence relating to the organisation and development of Sanitary Service.

7. Mysore Gazette - Part III.

8. All other papers (of Permanent nature) brought under A series according to the disposal number system ~~and quarterly report~~

9. Annual and quarterly reports of the Department, including annual reports of the Vaccine and Public Health Institute. only one set of the maintained.

II. The following registers and records shall be preserved for the periods noted against each.

	Period of preservation.	
1. Acquittance roll. ...	35 years.	
2. Schedule of Establishment ...	Do	
3. Office Cash and Order Books. ...	10 years.	
4. Registers of Periodicals, Journals, Magazines &c., .	Do	
5. Printed State Budget Estimates. ...	Do	5 years.
6. Office copies of pay bills and leave statements	Do-	5 years.
7. All other important papers brought under B. Series according to the disposal number system. ...	- Do -	do
8. History of services of Gazetted Officers.	- Do -	do.
9. Service Registers.	Up to date of death or up to the expiry of 3 years of retirement of official concerned.	
10. Mysore Gazette except part III.	2 years.	
11. Annual reports of other Departments of the State and reports received from foreign Governments.	2 years.	
12. Service Stamp Book	- Do -	

	Period of preservation.
13. Departmental travelling allowance registers and office copies of Travelling Allowance Bills.	2 years.
14. Office Contingent Register, Order Book for contingent registers of offices under control of the Department.	2 years.
15. Tappal receipt and despatch books.	2 years.
16. Register of distribution of grants to districts.	2 years.
17. Civil List.	2 years.
18. Correspondence affecting the pay of officers & officials of the Department.	- Do-
19. Printed Municipal and District Fund and other Budget estimates.	- Do -
20. Mere routine papers, C. series according to disposal number system, ~~except~~ the following	
21. ~~which~~ shall be preserved only for a year.	- Do--

(a) Covering Dockets to bills, summons, returns and other periodicals.

(b) Individual Budget Estimates, annual statistics.

(c) Service Post Cards.

(d) Papers relating to advertisements in Gazettes.

(e) Reminders.

(f) Daily Mortuary reports and daily bulletins.

(g) Special report of epidemics.

(h) Weekly diaries of Health Officers.

(i) Monthly and other Health Memos received from the Health Officers.

(j) Monthly Mortuary returns.

(k) Monthly and annual Vaccination Returns.

(l) Obsolute forms.

III Obsolete books and other similar documents shall be destroyed from time to time under orders of Government.

K.A.J

Sanitary Commissioner M.G.